

Welcome!

The 2006 West Virginia Local Emergency Planning Committee and State Emergency Response Commission (LEPC/SERC) Conference will be held September 25, 26, & 27<sup>th</sup>, 2006 at the Marriott Hotel, Charleston, Kanawha County, WV. Attendees at the conference will consist of Public Officials, Emergency Management, LEPC members, Law Enforcement, Health, Fire, Environmental, Federal, Business and Volunteer Agencies.

We invite you to join us in Charleston for the opportunity to meet and network with key emergency response, planning and training personnel in West Virginia. This conference will provide industry representatives with the opportunity to showcase their latest products and technologies.

If you are interested in sponsoring this event or exhibiting your products, please contact Laverne Stout or Jimmy Gianato at (304) 558-5380

### **WHY EXHIBIT AT THE LEPC/SERC CONFERENCE?**

- Establish new and renew old emergency customer needs
- Qualify future and current buyers, meet prospects face to face and preview your latest product advancements and services
- Utilize customer feedback to identify new applications for existing products and services
- Demonstrate product applications and benefits
- Introduce, test and market new products and services
- Stimulate sales for new and existing products and services
- Reach potential buyers who would otherwise be unknown to your company
- Broaden your exposure and contacts while increasing your organization's viability in the disaster management industry

Join us for the opportunity to meet and mingle with key decision makers in the emergency planning, preparedness and prevention field throughout West Virginia. Our conference will afford you the opportunity to network with attendees responsible for response and recovery in West Virginia. Class sessions are being structured in the continuing efforts to respond, mitigate and recover from disasters. Exhibit hours are being arranged to encourage attendance at all exhibits and permit exhibitor involvement in Conference activities. Class activities will be conducted adjacent to the exhibit space for maximum exhibitor exposure. Please visit our website at [www.wvdhsem.gov](http://www.wvdhsem.gov) or call (304) 558-5380 for additional information.

Exhibit hours begin Monday September 25<sup>th</sup> –  
Wednesday September 27<sup>th</sup>, 2006.

Monday September 25<sup>th</sup>

8-12	Exhibitor set up
12- 1:30	Opening lunch in pavilion (exhibitor introduction)
1:30-5:00	Exhibits open
5:00-7:00	Vendor networking & reception

Tuesday September 26<sup>th</sup>

8:00-5:00	Exhibits open
5:00-7:00	Dinner

Wednesday September 27<sup>th</sup>

8:00-12:00	Exhibits open
1:00	Exhibitor tear-down

For room reservations at the Marriott Hotel please call (304) 345-6500 or 1-800 228-9290 and ask for the LEPC/SERC conference rate. Room rates are \$89.00 per night plus tax. Parking at the facility is \$6.00 per night.



## **Sponsorship**

Silver \$400

Includes: Company Logo in conference materials, Large Company Logo on Exhibit Banner

Bronze \$300

Includes: Company Logo on Exhibit Banner

Hosting a Break or Reception, Refreshments \$250, Signage noting your sponsorship

If you are interested in sponsorship only, please contact Laverne Stout or Jimmy Gianato at (304) 558-5380.

## **Exhibitor**

Platinum \$900

Includes:

- A company logo with designation of preferred print colors
- Advertising space in the conference program maximum 100 word description of your company's service
- Graphics suitable for a 5" x8" ad in the conference guide
- Exhibitor passes (up to four passes)
- Your name in promotions for the conference events on the website
- One 6' skirted table and 2 chairs
- Pre registered attendee mailing list
- After conference mailing list

Gold \$700

Includes:

- Advertising space in the conference program maximum 50 word description of your company's service
- Graphics suitable for a 5" x4" ad in the conference guide
- Exhibitor passes (up to 2 passes)
- One 6' skirted table and 2 chairs
- Your organizations name listed as an exhibitor on the SERC/LEPC website
- After conference mailing list

Booths will be assigned on a first come first serve basis

Electricity and phone lines will be available at an additional charge; please contact the Marriott hotel for further information at (304) 345-6500.

## REGISTRATION

First name	<input type="text"/>
Last Name	<input type="text"/>
Names of reps attending (two per booth)	<input type="text"/>
Title	<input type="text"/>
Company/Agency	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip code	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Email Address	<input type="text"/>
Web site address	<input type="text"/>

### *REGISTRATION FEES*

**Payment should be received by August 31<sup>st</sup> 2006**

Cancellation Policy: All cancellations must be in writing and sent by mail or fax to

WVSERC  
1900 Kanawha Blvd Building 1 Room EB -80  
Charleston, WV 25305  
304 344-4538 fax number

Cancellations received by August 20<sup>th</sup> will receive a full refund, cancellations received between August 20<sup>th</sup> and September 10<sup>th</sup> will receive a refund less a 25% administrative fee. After September 15<sup>th</sup> no refunds will be made. Additional questions contact Laverne Stout at (304) 558-5380 or [lstout@wvdmmaps.gov](mailto:lstout@wvdmmaps.gov)

## Registration and payment

You may register on-line, however, payments should be sent to:

WVSERC  
1900 Kanawha Blvd Bldg 1 Room EB-80  
Charleston, WV 25305

The WV SERC requires payment be made by check or money order. Payments should be received by August 31, 2006

If you have questions you may contact Laverne Stout or Jimmy Gianato at (304) 558-5380 or [lstout@wvdmmaps.gov](mailto:lstout@wvdmmaps.gov)

Platinum Exhibitors:

Please send the following to [lstout@wvdmmaps.gov](mailto:lstout@wvdmmaps.gov) NLT:

**August 30<sup>th</sup>, 2006**

A company logo with designation of preferred print colors  
Graphics suitable for a 5" x 8" ad for the conference guide  
A 100 word description of your company's services  
Exhibitor passes names (up to four passes)

Gold Exhibitors:

Please send the following to [lstout@wvdmmaps.gov](mailto:lstout@wvdmmaps.gov) NLT:

**August 30<sup>th</sup>, 2006**

A 50 word description for your company's services  
Conference registration name (one registration)

Sponsorships:

Please send the following to [lstout@wvdmmaps.gov](mailto:lstout@wvdmmaps.gov) NLT:

**August 30<sup>th</sup>, 2006**

A company logo with designation of preferred print colors for signage



## SHIPPING

### *Shipping items to the Marriott Hotel:*

All packages/box deliveries to the Hotel must be addressed as follows:

Attention: Conference Coordinator  
Date of conference: September 25, 26 & 27, 2006  
Conference name LEPC/SERC Conference  
Marriott Hotel  
200 Lee Street  
Charleston, WV 25301  
(304) 353-3619

Boxes should not be addressed to the hotel catering services – shipments are to be sent no more than 1 week prior to the event. All packages/boxes received are subject to shipping/handling charges by the hotel.

## Important Dates

### **August 20<sup>th</sup> , 2006**

Hotel reservation deadline, if staying at the host hotel

### **August 30<sup>th</sup> , 2006**

Company Logo's & Graphics

### **August 30<sup>th</sup> , 2006**

100 & 50 advertising description

### **August 31<sup>st</sup> , 2006**

Registration and payment

## **Exhibitor Rules and Regulations**

1. These rules and regulations form part of the Agreement for Exhibition Space made between the SERC and Exhibitors.
2. Exhibits will have one six foot table draped, with 2 chairs and a two line identification sign will be furnished. Equipment, furnishings or services other than those provided as indicated must be arranged with the hotel at the vendor's expense.
3. Exhibitors shall comply with and ensure that their employees and agents comply with all legal requirements imposed by government bodies. Special building rules regarding operation of oil or gasoline engines must be strictly observed and coordinated with the host hotel, as must all other special building rules and regulations.
4. Any company desiring to hold drawings for trips, merchandise, etc., must advise DHSEM no less than 15 days prior to the opening of the conference. Exhibitors must indicate they will comply with all local, state, and federal laws. A list of winners must be submitted to the Exhibits manager within 15 days of the close of said conference.
5. DHSEM and SERC shall not in any manner or for any cause be liable or responsible to any exhibitor or any other person for any injury or damage to any person, business or property in any way related to or arising in connection with the exhibition; and any and all claims for such injuries or damages are hereby waived and each exhibitor agrees to indemnify and hold harmless the SERC and its members, officers, employees and agents (the Indemnified parties) against any and all claims, liabilities, losses and expenses, including reasonable attorney's fees, imposed on, incurred by or asserted against the Indemnified parties caused by any act or omission of that exhibitor, or occurring within the exhibit space lease by that exhibitor or arising in connection with the activities conducted by the exhibitor in connection with the exhibition
6. Exhibitors shall not place in the exhibit area any apparatus or goods that shall in any manner be objectionable to other exhibitors or to the attendees at such exhibition or that shall in any manner be dangerous or calculated to cause injury to any persons coming in contact with them or result in force or damage to the building or exhibits
7. WVSERC reserves the right to prohibit the display of any article that, in its opinion, is not in keeping with the nature and character of the conference.

8. In the event that the premises in which the exhibition is to be held are destroyed or damaged by fire, the elements or any other cause, so the exhibition cannot be held, the exhibitors shall have no cause of action or claim for damages or compensation against the WVSERC or WVDHSEM except for the return of any amount previously paid, and in such an event, this agreement shall be terminated
9. Exhibitors shall have the right, subject to the provisions herein contained, to arrange their exhibits with the space allotted to them in the manner best suited for displaying and demonstrating the goods or services manufactured by them. All materials, items, etc., must be contained within the space assigned to the exhibitors as per the completed agreement and in accordance with guidelines
10. Exhibitors shall care for their own exhibits and take such steps and precautions as may be necessary to prevent injury or damage to themselves or their exhibits
11. Exhibitors shall, at their expense, provide insurance for protection of their property against fire, theft, vandalism or destruction by any cause. They shall also provide worker's compensation and general liability insurance in an amount not less than one million dollars per occurrence.
12. Within 3 hours of the closure of the conference, exhibitors shall remove all exhibits and any goods or property brought into the exhibition hall and leave said space clean and free from all rubbish, unless prior arrangements are made with the host hotel. No such exhibit or any part thereof may be removed during the period of such exhibition without the consent of WVSERC
13. Exhibitors shall install their exhibits in such a manner as to not cause damage to other exhibits or booths or the host hotel. Any such damage so caused by exhibitors shall be paid for by said exhibitor
14. Neither the agreement for exhibit space nor any booth or display space request or allocation will be binding on the WVSERC unless and until the exhibitor completes, signs and returns the "Application for Exhibit Space" and issues payment.



Conference Rooms

Cumberland	Appalachian	Kanawha	Blue Ridge	Allegheny
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Grand Ballroom

Salon F	Salon D	Salon C	Salon A
Salon E			Salon B

The Pavilion